YOUR DOT™ FILE CABINET:

File Editing and Housekeeping on the DOT™

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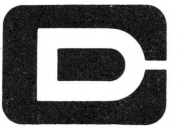

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GUIDE TO DOT DOCUMENTATION

To learn how to perform specific tasks with your DOT, read the following DOT documents in the order recommended.

TASK	MEET YOUR DOT™: An Introduction to the DOT Computer (0008-14612)	SOFTWARE DECISIONS: The DOT™ Guide to Software Selection (0008-14611)	YOUR DOT™ FILE CABINET: File Editing and Housekeeping on the DOT (0008-14615)	BUSINESS AND FUN WITH BASIC: A Sampler of BASIC Programs for the DOT™ (0008-14613)
Care for Equipment	1st			
Choose Software		1st		
Create Files	1st		2nd	
Edit Files	1st		2nd	
Manage Files	1st		2nd	
Run BASIC	1st			2nd
Run Programs	1st			2nd
Set Up the DOT	1st			
Start the DOT	1st		2nd	
Troubleshoot the DOT	1st			
Use the DOT as a Terminal	1st			

BEFORE YOU USE THE DOT EDITOR...

This manual explains how to use the DOT™ Editor to create and modify information that you wish to keep in *files* on your DOT system. The manual also describes how to perform some elementary (yet very useful) file-handling functions.

WHAT IS A FILE?

The first thing to remember about files is that there's nothing mysterious about them. A file is simply a collection of information kept together under a unique name. (You can think of a file as a named file folder within a filing cabinet.) When you need to access the information in a file, you refer to the *name* of the file containing the information. For example, a file containing order information might be called ORDERS.

There are two kinds of files: system files and user files. System files contain the packaged programs supplied with your DOT. These files, which enable you to interact with your DOT, remain as supplied; you don't change or delete them.

User files are your own creations; you determine their contents.

BEFORE YOU READ THIS MANUAL

Before you begin using this manual, you should read **Meet Your DOT: An Introduction to the DOT Computer**. It describes the components of your DOT computer and explains how to start up your DOT.

The goal of **Your DOT File Cabinet** is to teach you how to create and modify files using your DOT computer. The manual introduces the easiest and most commonly used functions first, and then moves on to more advanced concepts. Each function is illustrated by an example.

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This manual is not intended to teach you everything about creating and modifying files. If you need more detailed information on DOT editing and file-handling operations, consult the **Microsoft MS™-DOS Disk Operating System** manual, available through Computer Devices. (MS-DOS is the computer program which controls the DOT Editor.)

HOW TO USE THIS MANUAL

This manual includes five sections and two appendices to help you become an accomplished DOT Editor user.

Section 1, "The Basics", defines the concept of editing and outlines the steps you follow to start up the DOT Editor and enter information into a file.

Section 2, "Modifying Lines in a File", uses examples to show you how easy it is to create a file and then modify it by inserting, deleting, and replacing lines of text. Section 2 also shows you how to save the information in the file (or how *not* to save it if you decide you don't want it) and how to access the file later for more editing.

Section 3, "Editing Individual Lines, Words, and Characters", teaches you how to use more editing features to change specific phrases, words, and characters (letters, numbers, and symbols).

Section 4, "Editing Large Files", tells you what to do if you create a file that is too large for the DOT Editor to handle in one piece.

Section 5, "Managing Your Files", shows you how to make copies of files, rename files, delete files, and check for diskette errors.

The appendices explain the messages the DOT Editor displays in case of errors and summarize the operating features of the DOT Editor.

A FEW DOCUMENTATION CONVENTIONS

This manual uses several conventions for clarity.

- In examples, **bold** type indicates information you enter.
- When you need to press a specific key on the keyboard, the key name is shown in uppercase letters or as a combination of uppercase letters and numbers enclosed in brackets. For

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example, when telling you to press the key labeled RETN, the manual says "press **[RETN]**". In examples, **[RETN]** means to press the key labeled RETN.

- Occasionally, this manual instructs you to press the **[CTRL]** key and another key. This key combination is called a "control sequence". To enter a control sequence, you press and hold down the key labeled CTRL and then you press and release another character. For example, **[CTRL-C]** means to hold down the key labeled CTRL and then press the letter C.
- The blinking underscore on the screen indicates where the next character you type will appear. In computer jargon, this blinking underscore is called the cursor. In examples in this manual, an underscore is shown to indicate that the DOT Editor is awaiting your instructions.
- Although most examples show the information you enter in uppercase letters, you may type in lowercase or uppercase.

Other special conventions are noted in the text when you first need to learn about them.

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Section 1
THE BASICS

Section 1
THE BASICS

WHAT IS EDITING?

Editing is the process used to create files containing new information and to change files stored on diskettes. At first, editing with a computer is like typing with a typewriter. With both, you use a keyboard to "put your thoughts on paper". What you edit or type might be a letter, a report, a program, or just a series of data values.

The difference between editing and typing comes when you want to change what you've entered. With a typewriter, your choices are limited to erasers, correcting tape, or cover-up liquid (or you can buy a sophisticated "self-correcting" typewriter). With a computer editor, however, you have much more flexibility. You can change words, correct misspellings, add left-out information, and rearrange sentences and paragraphs *before* any of your words appear on paper.

In short, an editor is a tool that significantly reduces the amount of retyping you need to do when you want to "clean up" a document. The editor enables you to use what you already have, to select what you can use again, and to delete what you don't need.

When you use an editor, each character you type appears on the display screen. At that point, the DOT doesn't act on the characters you're typing—not until you press the **[RETN]** key. Pressing **[RETN]** enters the line of characters you're typing into the "working memory" or working area of the DOT. Eventually, you save these characters in a file.

You should try to make sure the information you type is correct before you press **[RETN]**. However, if you press **[RETN]** and the line contains errors, don't worry. This manual shows you many ways to go back and correct the errors.

STARTING TO EDIT

To begin using the DOT Editor, follow the same start-up procedures you learned in **Meet Your DOT: An Introduction to the DOT Computer**. These procedures are repeated below for your convenience.

1. Turn on the power. If your DOT is equipped with a built-in printer, the printer makes noises as it resets itself. The DOT screen displays:

```
                              D O T

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                          1. LOAD FROM LEFT DRIVE (A)
                          2. LOAD FROM RIGHT DRIVE (B)
                          3. USE AS TERMINAL
                          4. RUN EXTENDED DIAGNOSTICS

Enter the number for the desired function ) _
```

2. Insert the DOT system diskette you received with your machine into the left-hand drive; this drive is known as drive A. (In one-drive machines, insert the system diskette into the drive, also called drive A). Then type the number **1**. (Refer to **Meet Your DOT** for information on how to insert and handle diskettes.) The screen displays:

```
MS-DOS version 1.25
Copyright 1981,82,83 Microsoft, Inc.
Io System - Version 02.00.00

Command v. 1.17.1
Current date is Tue  1-01-1983
Enter new date: _
```

3. To accept the displayed date, press **[RETN]**. To supply the date, follow this procedure:

   a. Type a number from 1 to 12 to identify the month. For example, type 1 for January and 2 for February.

   b. Type a hyphen (-) or a slash (/).

   c. Type a number from 1 to 31 to identify the day.

   d. Type another hyphen or slash.

   e. Type the last two digits of the year (in the range 80 through 99), indicating a year from 1980 to 2099.

   f. Finally, press **[RETN]**.

For example:

Enter new date: **3-1-83 [RETN]**

The DOT checks the date you type. If the month, day, or year is outside the correct range or if the format of the date is incorrect, the DOT displays the message:

Invalid date
Enter new date: __

4. After you have entered an acceptable date (or just pressed **[RETN]** to get around supplying a date), the DOT asks you to specify the time of day. For example, the screen displays:

   Current time is 0:07:48.00
   Enter new time: __

   You can bypass this prompt simply by pressing **[RETN]**. The DOT assumed that the time was 0:00:00.00 when you powered up the DOT. Then the DOT began incrementing the time like a stopwatch. (Note that the DOT clock may have been started in the factory. If so, the time will probably not need resetting. It is a good idea, however, to reset the time each day.)

   Notice that in the example above, more than 7 minutes elapsed between the time when you powered up the DOT and when you received the prompt for entering the time.

   If you want to supply the exact time, follow steps a through d below to enter the hour and minute. If you want to supply only the hour, follow only step a and then press **[RETN]**.

a. Type a number from 00 to 23 to identify the hour (for example, 00 means 12 o'clock midnight, and 12 means noon).

b. Type a colon (not a hyphen or a slash).

c. Type a number from 00 to 59 to identify the minute.

d. Press **[RETN].**

For example:

Enter new time: **17:53 [RETN]**

The DOT checks the time you type. If the time is outside the correct range or if the format of the time is incorrect, the DOT displays the following message:

Invalid time
Enter new time: _

5. After you supply the date and time, the DOT displays the following message:

A:_

The A: message, called a prompt, indicates that the DOT computer is ready to receive your instructions. The A: prompt also means that:

a. A program called MS-DOS is controlling the DOT.

b. The diskette drive currently in use (or the "default" disk drive) is drive A (the left-hand drive in two-drive units or the only drive in one-drive units). The DOT uses the diskette in the default drive to store and retrieve files until you change the default drive explicitly. Refer to the **Microsoft MS-DOS Disk Operating System** manual for information on changing the default drive.

Now, make a backup copy of the DOT system diskette.

MAKING A BACKUP COPY OF THE DOT SYSTEM DISKETTE

You need to make a backup copy of the DOT system diskette to have a working copy of the diskette contents for everyday use. If anything happens to the working copy, you have the original intact and can make another backup copy from it.

Follow the procedures below to "back up" the DOT system diskette. The procedures vary depending upon whether your DOT has one or two diskette drives.

Backing Up on a One-Drive DOT

1. Insert your DOT system diskette into the drive. If it's already there, don't remove it.

2. Type the following command:

   A:**DISKCOPY [RETN]**

3. The DOT responds with the following message:

   Insert source diskette in drive A
   Strike any key when ready __

   Your DOT system diskette is the "source diskette". Leave it in the drive and type any key. The DOT operating system begins reading the contents of the system diskette.

4. When the operating system has read enough information to fill the memory of the DOT, it displays the following message:

   Insert target diskette in drive A
   Strike any key when ready __

   Remove the DOT system diskette and insert a blank diskette (the "target diskette"). (The diskette does not have to be blank; it can be any diskette whose current contents you do not wish to keep.) Press any key to tell the DOT that a diskette has been inserted.

5. If you insert a brand new diskette, the following message appears on the screen:

   Formatting while copying...

   This message lets you know that your diskette is being formatted during the copying procedure.

6. The DOT formats the blank diskette for a few seconds. Then the operating system writes onto the target diskette the information previously read into the memory of the DOT. When the DOT finishes writing, it displays the following message:

   Insert source diskette in drive A
   Strike any key when ready __

7. Now the DOT is ready to read the next part of the source diskette. Remove the target diskette and reinsert the source diskette (your original system diskette). Press any key and the DOT reads the next part of the source diskette until its memory is full.

   Each time the DOT displays the message,

   ```
   Insert source diskette in drive A
   Strike any key when ready __
   ```

   you must remove the target diskette, insert the source diskette, and press a key to resume reading.

   Each time you see the message,

   ```
   Insert target diskette in drive A
   Strike any key when ready __
   ```

   you must remove the source diskette, insert the target diskette, and press a key to resume writing.

8. Continue switching diskettes until the following message appears:

   ```
   Copy complete
   Copy another? (Y/N) __
   ```

   This message indicates that the DOT has finished copying the entire source diskette to the target diskette. Type **N** if you are finished backing up diskettes. The DOT displays the A: prompt.

9. Label the backup diskette "System Diskette Working Copy". Store the original DOT system diskette in a safe place. If anything happens to your working copy, use the original system diskette to make another working copy.

Backing Up on a Two-Drive DOT

1. Insert your DOT system diskette into drive A (the left-hand drive). If it's already there, don't remove it.

2. Type the following command:

   A:**DISKCOPY A: B: [RETN]**

3. The DOT responds with the following message:

   ```
   Insert source diskette in drive A
   Insert target diskette in drive B
   Strike any key when ready __
   ```

Your DOT system diskette is the "source diskette". Leave it in drive A. Insert a blank diskette in drive B. (The diskette does not have to be blank; it can be any diskette whose current contents you do not wish to keep.) Press any key to tell the DOT that the diskettes are ready.

4. When the copy is complete, the DOT displays the following message:

   ```
   Copy complete
   Copy another? (Y/N) _
   ```

   Type **N**, and the DOT displays the A: prompt.

5. Remove the backup diskette from drive B and label it "System Diskette Working Copy". Remove the original DOT system diskette from drive A and store it in a safe place. If anything happens to your working copy, use the original system diskette to make another working copy.

6. Insert the working copy (the backup diskette) in drive A.

CALLING THE EDITOR

To call the DOT Editor, you enter the EDLIN instruction, followed by a file name, after the A: prompt. The file name is a way to remember what information you're going to enter; it also enables you to retrieve the file after you store it on a diskette.

Let's assume you're going to use the DOT Editor to produce an interoffice memo about an upcoming staff meeting. Name the memo STAFFMTG by typing the following instruction:

A:**EDLIN STAFFMTG [RETN]**

The DOT responds:

```
EDLIN version 1.02
New file
*_
```

The asterisk (*) indicates that the DOT Editor is loaded into the system memory and is ready to receive your instructions. Any instruction you give the DOT Editor can be in uppercase or lowercase characters.

If you forget to supply a file name, the DOT reminds you:

```
File name must be specified
A:_
```

The DOT repeats the A: prompt for you to enter the EDLIN instruction along with a file name.

NOTE: If you have a two-drive DOT, you can specify which drive contains the diskette on which you want the editor to place your file. If you do not specify a disk drive, the DOT Editor puts your file on the diskette in the default drive. If the DOT displays the A: prompt before you call the DOT Editor, the default drive is drive A. If the DOT displays the B: prompt before you call the DOT Editor, the default drive is drive B.

If drive A is the default drive and you want to put a file on the diskette in drive B, you add B: to the beginning of the file name. For example, to put a file named MYFILE in drive B, you type:

A:**EDLIN B:MYFILE [RETN]**

NAMING A FILE

Although the previous example directed you to name the file STAFFMTG, you can in fact call the file anything you want, as long as you adhere to the following conventions:

1. The file name can be from 1 to 8 characters long.
2. The file name can contain any letter of the alphabet (uppercase and lowercase), any digit from 0 to 9, and the following special characters:

   $ # & @ ! % ( ) — < > ` ^ ~ { } ¦ \ '
3. The file name can be followed by one, two, or three characters separated from the file name by a period; for example, STAFFMTG.OCT. These characters, called an extension, can be any of the characters available for file names. Extensions are useful for providing additional information about the contents of the file.

   NOTE: Although you do not have to provide an extension to any file name, you must always use the extension if you do define one.

   Here are more examples of file names with extensions:

   81QUOTES.AUG
   STAFFMTG.001
   HELLO.MOM

4. Do not name any files with these 3-letter names:

   AUX
   CON
   LST
   PRN
   NUL

   These names are reserved for other uses. For more information, see the **MS-DOS Disk Operating System** manual.

WHAT NEXT?

Now that you've called the DOT Editor and provided a name for a new file, you are ready to enter information into your file. Section 2 tells you how to enter the information, modify specific lines of information, save the files, and access the file again for further changes.

Section 2
MODIFYING LINES IN A FILE

Section 2
MODIFYING LINES IN A FILE

At the end of Section 1, you typed the command:

A:**EDLIN STAFFMTG [RETN]**

to create a new file containing a memo about a staff meeting. The editor displayed the "New file" message followed by the asterisk prompt.

```
EDLIN version 1.02
New file
*_
```

Now you are ready to enter any DOT Editor *command*. A command (or an instruction, as it's been called up to now) tells the editor to do what you want it to do. Because the memo contains no information so far, the first thing you need to do is enter the text of the memo.

BEFORE YOU BEGIN — A NOTE ON CORRECTING TYPING MISTAKES

The examples below contain some intentional typographical errors. As you work through the examples, be sure to make the same typographical errors that the examples contain. The main purpose of this manual is to show you how to use the DOT Editor to correct mistakes.

If, however, you make other mistakes, there are two techniques you can use to correct the errors. The only restriction in using these techniques is that you must not already have pressed **[RETN]** at the end of the line, sending it to DOT's working storage area. If you notice a mistake after pressing **[RETN]**, you'll

have to wait to correct it. The techniques outlined in this and following sections will tell you enough to correct any error.

Technique 1 – Erasing Characters One at a Time

If you decide the last character you typed was incorrect (or the last few characters were incorrect), press the **[BACK SPACE]** key to back over and erase the incorrect characters. For example, if you were calling the DOT Editor at the A: prompt and you spelled EDLIN incorrectly,

A:**EDKLN**

you can press **[BACK SPACE]** three times to back over and erase the n, the l, and the k. You can now type the rest of the command correctly.

Technique 2 – Discarding the Entire Line and Starting Again

If there are so many mistakes on the line you're typing that it would take too much time to correct them using the **[BACK SPACE]** key, you can press **[F6]** to discard the line and begin again.

For example, assume you typed the following command.

A:**EDKLN STAFMTG**

Instead of using **[BACK SPACE]** to back over the mistakes and then correct them, press **[F6]**. The system appends a reverse slash (\) to the incorrect line, and the cursor moves to the next line. You can now enter the command correctly.

A:**EDKLN STAFMTG [F6]**\
EDLIN STAFFMTG [RETN]

Another way to discard an incorrect command is to press **[CTRL-C]**. **[CTRL-C]** deletes the command you are entering and returns to the A: prompt. When you press **[CTRL-C]**, the DOT displays a caret(^) and the letter C. For example:

A:**EDKLN STAFMTG [CTRL-C]**^C

A:_

NOTE: Pressing and holding down the **[CTRL]** key and then pressing the **[SCROL LOCK]** key, produces the same result as pressing **[CTRL-C]**.

ENTERING INFORMATION INTO A FILE

After the "New file" message and the asterisk prompt appear on the screen, type **I** (which stands for "insert") and then press **[RETN]**. The I command instructs the editor to insert the information you are about to type. The editor responds by displaying 1:*__.

```
*I [RETN]
  1:*__
```

The number 1 identifies the line as the first line in the file. Each time you press **[RETN]**, the DOT Editor continues to supply the next consecutive line number.

Type the memo exactly as it appears below, including any typographical errors you might encounter. You'll learn how to correct them later. Press the **[RETN]** key at the end of each line of text as shown.

```
 1:*March 1, 1983  [RETN]
 2:* [RETN]
 3:*TO: Fiscal Services [RETN]
 4:*    Patient Accounting  [RETN]
 5:*    Admissions [RETN]
 6:* [RETN]
 7:*SUBJECT: Staff Meeting [RETN]
 8:* [RETN]
 9:*As you know, we are continuing our push to reduce accounts  [RETN]
10:*receivables.  Your efforts in behalf of this task have already  [RETN]
11:*producted results.  However, I would like to share with you  [RETN]
12:*some further ideas that may help in our common goal.  [RETN]
13:* [RETN]
14:*The main agenda item at next week's staff meeting will [RETN]
15:*be techniques for reducing accounts receivables.  Topics will [RETN]
16:*include the following: [RETN]
17:* [RETN]
18:*  1. Establishing a better working relationship between [RETN]
19:*     admissions and fiscal services. [RETN]
20:*  2. Eliminating duplicate functions between departments. [RETN]
21:*  3. Developing better discharge and tracking procedures. [RETN]
22:* [RETN]
23:*I hope you will give some thought to the above topics, as [RETN]
24:*well as thinking of your own ideas on howto  [RETN]
25:*reduce our receivables.  See you Tuesday. [RETN]
26:*
```

At the beginning of line 26, the memo is complete. To end the process of entering lines into the memo, press **[CTRL-C]**. The editor responds by displaying ^C followed by the asterisk prompt.

```
26:*^C

*__
```

DISPLAYING THE FILE ON THE SCREEN

The first thing to do after entering a file is to display the file on the screen. Type **1,23L** followed by **[RETN]**. (The L stands for

"list lines", and 1,23 tells the editor to display lines 1 through 23.)

***1,23L [RETN]**

The editor displays the first 23 lines of the file and repeats its asterisk prompt.

```
    1: March 1, 1983
    2:
    3: TO: Fiscal Services
    4:     Patient Accounting
    5:     Admissions
    6:
    7: SUBJECT: Staff Meeting
    8:
    9: As you know, we are continuing our push to reduce accounts
   10: receivables.  Your efforts in behalf of this task have already
   11: producted results.  However, I would like to share with you
   12: some further ideas that may help in our common goal.
   13:
   14: The main agenda item at next week's staff meeting will
   15: be techniques for reducing accounts receivables.  Topics will
   16: include the following:
   17:
   18:  1. Establishing a better working relationship between
   19:     admissions and fiscal services.
   20:  2. Eliminating duplicate functions between departments.
   21:  3. Developing better discharge and tracking procedures.
   22:
   23: I hope you will give some thought to the above topics, as
*_
```

Note that the asterisks between the line numbers and the text have disappeared.

To list the last two lines of the file, enter the following command:

***24,25L [RETN]**

The editor then displays the lines:

```
   24: well as thinking of your own ideas on howto
   25: reduce our receivables. See you Tuesday.

*_
```

Now that the whole file is displayed and you are again at the asterisk prompt, you can proceed to correct the file. Later in this section, you'll learn more ways to use the L (list lines) command.

ADDING LINES TO THE FILE

Suppose you decide to add another agenda item to the memo. If you were typing the memo at the typewriter, you'd have to retype the whole thing. With the DOT Editor, however, adding

a line is easy. At the asterisk prompt, enter the following command:

***22I [RETN]**

This command tells the editor you want to insert a line (or more than one line, if you wish) *before* the line that is currently line 22. (After you add lines, the editor automatically gives the subsequent lines higher line numbers.) The editor responds with the following message:

```
22:*_
```

Enter the following text, including two spaces before the 4:

```
22:*  4. Flex-time. [RETN]
```

When the editor prompts,

```
23:*_
```

press **[CTRL-C]**. The editor displays the following text:

```
23:*^C

*_
```

Pressing **[CTRL-C]** tells the editor that you are finished inserting text. The editor returns to the asterisk prompt. Now enter the L command again—this time without any line numbers—to see what has happened to the file. Remember to press **[RETN]** after you enter the L command.

***L [RETN]**

```
    12:  some further ideas that may help in our common goal.
    13:
    14:  The main agenda item at next week's staff meeting will
    15:  be techniques for reducing accounts receivables.  Topics will
    16:  include the following:
    17:
    18:    1. Establishing a better working relationship between
    19:       admissions and fiscal services.
    20:    2. Eliminating duplicate functions between departments.
    21:    3. Developing better discharge and tracking procedures.
    22:    4. Flex-time.
    23:*
    24:  I hope you will give some thought to the above topics, as
    25:  well as thinking of your own ideas on howto
    26:  reduce our receivables.  See you Tuesday.
*_
```

You are probably wondering why the editor displayed lines 12 through 26. The lines displayed depend on the position of the

current line when you enter the L command. Whenever you are working on a file with the DOT Editor, one line of the file is the current line. The current line is a point of reference which the editor looks at when performing the instruction you give.

When you list a file on the display screen, the current line is identified by the asterisk between the line number and the first character of the line. In the example above, line 23 is the current line.

When you first used the L command, none of the lines contained an asterisk. The reason is that, after you enter lines into a file using the I (insert) command, the current line is the line *after* the last line entered. Since the last line entered was line 25, the current line (line 26) didn't appear in the file.

The reason the L command above displayed lines 12 through 26 is that the L command, when entered without any line numbers, always tries to display the 11 lines preceding the current line, the current line itself, and at least 11 lines following the current line. Because there aren't 11 lines following line 23, the editor displays the lines that exist up to the end of the file.

The examples in the following sections of this manual will show you how to keep track of the current line and how to change the current line to the line you want it to be.

Remember the following rules about adding lines to a file.

1. The I command adds lines *before* the line you specify. For example, the command,

   ```
   22I
   ```

   inserts lines before the line that is currently line 22.

2. If you use the I command without a preceding line number, the editor assumes you want to insert lines before the current line. For example, if the current line is line 23 and you type the I command without specifying a line number, the editor inserts lines *before* line 23.

3. When you press **[CRTL-C]** to stop inserting lines, the line *following* the last line you inserted becomes the current line.

4. After an insertion, all line numbers following the inserted line(s) are automatically increased by the number of lines inserted.

5. To add lines to the end of the file, you can use one of the following techniques.

a. Specify a line number greater than the last line in the file. For example, to add text to the end of the memo you have created, you would specify:

   27I

b. Specify a pound sign (#) instead of a line number. This technique is convenient when you do not know the last line number in the file. For example, to add text to the end of the memo you have created, you would specify:

   #I

When you add lines to the end of the file using either of the above techniques, the current line becomes the line following the last line inserted.

DELETING LINES FROM THE FILE

Deleting lines from the file is just as easy as adding lines to the file. Suppose that you decide to remove agenda item #2 from the staff meeting memo.

At the asterisk prompt, use the D (delete) command, as follows:

***20D [RETN]**

Enter the L command and press **[RETN]** again to see what has happened to the file.

***L [RETN]**

```
 9:  As you know, we are continuing our push to reduce accounts
10:  receivables.  Your efforts in behalf of this task have already
11:  producted results.  However, I would like to share with you
12:  some further ideas thay may help in our common goal.
13:
14:  The main agenda item at next week's staff meeting will
15:  be techniques for reducing accounts receivables.  Topics will
16:  include the following:
17:
18:     1. Establishing a better working relationship between
19:        admissions and fiscal services.
20:*    3. Developing better discharge and tracking procedures
21:     4. Flex-time.
22:
23:  I hope you will give some thought to the above topics, as
24:  well as thinking of your own ideas on howto
25:  reduce our receivables.  See you Tuesday.
*_
```

Note that the line numbers after the deleted line 20 have decreased by 1, and that the current line is now the line after the

deleted line. Don't worry that the agenda items are not numbered consecutively; you'll learn how to correct them later.

With the D command, you can also delete a range of lines (that is, two or more consecutive lines) from the file. For example, to delete lines 4 and 5 from the file, enter the following command:

***4,5D [RETN]**

List the file to see that the lines have been deleted. Remember to press **[RETN]** after entering the L command. The current line has become the line following the last line deleted. (After automatic renumbering, the current line is now line 4.)

***L [RETN]**

```
    1:  March 1, 1983
    2:
    3:  TO:  Fiscal Services
    4:*
    5:  SUBJECT: Staff Meeting
    6:
    7:  As you know, we are continuing our push to reduce accounts
    8:  receivables.  Your efforts in behalf of this task have already
    9:  producted results.  However, I would like to share with you
   10:  some further ideas that may help in our common goal.
   11:
   12:  The main agenda item at next week's staff meeting will
   13:  be techniques for reducing accounts receivables.  Topics will
   14:  include the following:
   15:
   16:    1. Establishing a better working relationship between
   17:       admissions and fiscal services.
   18:    3. Developing better discharge and tracking procedures.
   19:    4. Flex-time.
   20:
   21:  I hope you will give some thought to the above topics, as
   22:  well as thinking of your own ideas on howto
   23:  reduce our receivables.  See you Tuesday.
*_
```

Note that the L command displayed more than 11 lines after the current line. Since there weren't 11 lines before the current line (line 4), the editor kept displaying lines to fill the screen.

Remember the following rules about deleting lines from a file.

1. To delete one line, specify the line number before the D. For example, the command,

   23D

   deletes line 23 from the file.

2. To delete a range of consecutive lines, specify the first line number, type a comma, and specify the second line number before the D. For example, the command,

   20,25D

   deletes lines 20 through 25 from the file.

3. If you use the D command without specifying a line number, the editor deletes the current line. For example, if you type the command,

   D

   and the current line is 4, line 4 is deleted.

4. After deleting a line or lines, the editor makes the line immediately following the deleted section the current line; this line has the same line number that the first line of the deleted section had before the deletion occurred. (In other words, line numbers are adjusted, not deleted.)

5. To delete lines starting at the current line down through a specified line, use a command like:

   ,25D

   The command above would delete lines from the current line down through line 25.

SAVING THE INFORMATION IN THE FILE

When you have finished entering and editing a new file, you are ready to store it on the diskette. The command to use is the E (end edit) command. Enter E at the asterisk prompt, as follows:

***E [RETN]**

The editor saves the file on the diskette under the name you gave it when you started editing. It then returns to the A: prompt.

NOTE: It is good practice when entering a large file to use the E command frequently to ensure that the text you're entering is stored. You'll learn soon how to recall a file saved on diskette for further editing.

If you decide for some reason that you do not want to save the file on diskette, use the Q (quit) command instead of the E command. The editor asks you to confirm that you want to stop editing without saving the file.

***Q [RETN]**
Abort edit (Y/N)?__

Pressing **Y** means that you do not want to continue editing and you do not want to save the file. The system returns you to the A: prompt. To continue editing, press **N**. The system ignores your Q command and returns you to the asterisk prompt. (You do not need to press **[RETN]** after Y or N here.)

WHERE DOES A FILE GO WHEN IT IS STORED?

The E command stores your STAFFMTG file on the diskette. To convince yourself that the file has actually been stored, enter the DIR (show directory) command and press **[RETN]** at the A: prompt. The DIR command displays a *directory* of all files on the diskette. The directory includes the file names, the sizes of the files, and the dates and times when they were created or last updated.

A:**DIR [RETN]**

```
COMMAND     COM      4847     2-17-83
FORMAT      COM      4203     9-18-82     2:18p
DEBUG       COM      6003     3-05-82
EDLIN       COM      2432     3-05-82
CHKDSK      COM      1720     3-05-82
SYS         COM       605     3-05-82
FILCOM      COM      8320     3-16-82
EXE2BIN     EXE      1280     3-05-82
MBASIC      COM     29184     2-12-82
MODE        COM       512     2-18-83     3:21p
STAFFMTG              782     3-01-83    12:07a
        11 File(s)
```

As you can see, the last file listed is STAFFMTG, which is the memo you just created and edited. (Don't worry about the other files listed or if your directory does not look exactly like the above example. The other files are system files needed by the MS-DOS program we talked about earlier. They must stay on your diskette.)

You usually have numerous files on a diskette. Each diskette can hold up to 64 files. Sometimes the files on one diskette are related to each other, and sometimes the files have been put on the diskette randomly. The only thing that matters is that each file on the diskette has a separate and unique name.

EDITING A FILE STORED ON DISK

So far you have been working only with a new file—that is, a file that did not exist before. Now let's assume you stored a file you thought was complete, but then realized you want to change it further.

First, you need to tell the DOT to move the file from the diskette into the working memory of the computer for editing. To accomplish this task, enter the EDLIN command followed by the name of the file. (This is exactly the same command you used when you created the file.)

For example, to make changes to the staff meeting memo you created before, enter:

A:**EDLIN STAFFMTG [RETN]**

The operating system loads the DOT Editor into memory. Then the DOT Editor loads the file named STAFFMTG into the working memory. The DOT displays the following message:

```
EDLIN version 1.02
End of input file
*
```

"End of input file" means the whole file was copied from the diskette to the working memory. If the * prompt appears without the "End of input file" message, then part of the file is still on the diskette and not in the working memory. The current line is line 1. You can verify the location of the current line by typing the L command and pressing **[RETN].**

***L [RETN]**

```
1:* March 1, 1983
2:
3:  TO:  Fiscal Services
4:
5:  SUBJECT:  Staff Meeting
6:
7:  As you know, we are continuing our push to reduce accounts
8:  receivables.  Your efforts in behalf of this task have already
9:  producted results.  However, I would like to share with you
10:  some further ideas that may help in our common goal.
11:
12:  The main agenda item at next week's staff meeting will
13:  be techniques for reducing accounts receivables.  Topics will
14:  include the following:
15:
16:    1. Establishing a better working relationship between
17:       admissions and fiscal services.
18:    3. Developing better discharge and tracking procedures
19:    4. Flex-time.
20:
21:  I hope you will give some thought to the above topics, as
22:  well as thinking of your own ideas on howto
23:  reduce our receivables.  See you Tuesday.
*_
```

DISPLAYING DIFFERENT PARTS OF THE FILE

You have already learned how to use the L (list lines) command to display the contents of a file. But there are other ways to use the L command.

- As shown earlier, you can use the L command to display a range of lines. For example, to display the first 10 lines of the file, use this command:

  ***1,10L [RETN]**

  The above command displays the following lines from the memo:

```
    1: *March 1, 1983
    2:
    3: TO: Fiscal Services
    4:
    5: SUBJECT: Staff Meeting
    6:
    7: As you know, we are continuing our push to reduce accounts
    8: receivables.  Your efforts in behalf of this task have already
    9: producted results.  However, I would like to share with you
   10: some further ideas that may help in our common goal.
*_
```

  NOTE: The range of lines you display does not have to contain the current line.

- You can use the L command to display a range of lines from 11 lines before the current line to a specified line. For example, if the current line is line 15, the command,

  ,21L

  displays lines 4 through 21.

- You can use the L command to display 23 lines starting at a specified line. For example, the command,

  1,L

  would display the first 23 lines of the file.

STORING AN ALREADY STORED FILE

After changing a file which has been stored on a diskette, you use the same E (end edit) command to save the newly edited version. The original file you called into memory for editing is

also saved, but its name has the extension .BAK appended to it. Thus, the original file is kept as a backup to ensure that you do not lose any data.

If you use the Q (quit) command to end the editing session, the original file is saved under the name you gave it, and none of the changes you made since recalling it are kept in the file. In this case, no backup file is created.

WHAT NEXT?

Now that you have created, edited, and stored a file, you are ready to perform more advanced editing on the memo. Section 3 explains how to search for occurrences of a word or phrase, substitute new words or phrases for old ones, and perform detailed editing on individual characters in the file.

Section 3
EDITING INDIVIDUAL LINES, WORDS, AND CHARACTERS

Section 3
EDITING INDIVIDUAL LINES, WORDS, AND CHARACTERS

In Section 2, you learned how to enter information into a file, display various parts of the file on the screen, add lines to the file, delete lines from the file, and store the file on the diskette. In this section, you will learn techniques for performing more advanced editing.

SEARCHING AND REPLACING

One of the most powerful features of the DOT Editor is the ease by which you can locate occurrences of a word or phrase and then change the word or phrase to something different.

To demonstrate these capabilities, first call the staff meeting memo into memory with the following command.

```
A:EDLIN STAFFMTG [RETN]

EDLIN version 1.02
End of input file
*_
```

Let's assume you want to locate every occurrence of the word "receivables". Use the S (search) command as shown below:

```
*1, ? Sreceivables [RETN]
```

The above command instructs the DOT Editor to:

- Start at line 1.
- Continue to the end of the file. (Not specifying a line number after the comma is the same as specifying the last line in the file.)

- Ask if each occurrence is the last you want to find. The question mark (?) causes the editor to ask O.K.? after displaying each line containing the word "receivables". (Note that if you omit the question mark from the above command, the editor stops searching after it finds the first occurrence of the word "receivables".) If you respond **Y** or press **[RETN]** after the DOT Editor displays the O.K.? prompt, the search ends and the displayed line becomes the current line. If you type any other character, the search continues. When there are no more occurrences, the editor displays the following message:

  Not found

- Search for the word "receivables" (Sreceivables). The S command searches for an exact character match. If you enter the word receivables in uppercase, the editor searches for "RECEIVABLES".

The example below shows the result of the above command, including the response you type at each O.K.? prompt.

```
*1, ? Sreceivables
    8: receivables.  Your efforts in behalf of this task have already
O.K.? N
   13: be techniques for reducing accounts receivables.  Topics will
O.K.? N
   23: reduce our receivables.  See you Tuesday.
O.K.? N
Not found
*_
```

Because you didn't enter **Y** or press **[RETN]** in the example above to stop at any of the occurrences, the current line remains the same. Suppose you want to replace the first two occurrences of "receivables" with "receivable". The command to use is the following:

***1, ? Rreceivables [CTRL-Z] receivable [RETN]**

The above command instructs the editor to:

- Start at line 1.
- Continue to the end of the file.
- Display each line containing the word "receivables", showing the replacement, and ask if that occurrence is to be replaced. The question mark causes the editor to ask O.K.? after displaying each line containing the word "receivables". If you respond **Y** or press **[RETN]** at the O.K.? prompt, the replacement is made, and the search continues.

  If you type any other character, the replacement is not made, and the search continues. When there are no more occurrences to report, the editor returns to the asterisk prompt.
- Replace the word "receivables" (Rreceivables) with the word "receivable". You separate the word to be replaced from the new word by pressing **[CTRL-Z]**. (Do not enter a space before or after pressing **[CTRL-Z]** unless you want a space as part of the word to be replaced or the replacement word. Like the S command, the R (replace) command searches for an exact character match.

The results of the command are as follows:

```
*1, ? Rreceivables   Zreceivable
     8: receivable.  Your efforts in behalf of this task have already
O.K.? Y
    13: be techniques for reducing accounts receivable.  Topics will
O.K.? Y
    23: reduce our receivable.  See you Tuesday.
O.K.? N
*_
```

To check that the changes are correct, use the L command. Note that the current line (line 13) is the line containing the last replacement made.

***1,23L [RETN]**

```
 1: March 1, 1983
 2:
 3: TO: Fiscal Services
 4:
 5: SUBJECT: Staff Meeting
 6:
 7: As you know, we are continuing our push to reduce accounts
 8: receivable.  Your efforts in behalf of this task have already
 9: producted results.  However, I would like to share with you
10: some further ideas that may help in our common goal.
11:
12: The main agenda item at next week's staff meeting will
13:*be techniques for reducing accounts receivable.  Topics will
14: include the following:
15:
16:  1. Establishing a better working relationship
17:     between admissions and fiscal services.
18:  3. Developing better discharge and tracking procedures.
19:  4. Flex-time.
20:
21: I hope you will give some thought to the above topics, as
22: well as thinking of your own ideas on howto
23: reduce our receivables.  See you Tuesday.
*_
```

Type the E (end edit) command to save the replacements you just made.

***E [RETN]**

A:__

SEARCHING AND REPLACING IN A SPECIFIC PART OF THE FILE

The examples in the previous section assumed you want to search the entire file for occurrences of a word or phrase and then decide which occurrences to replace.

If you are interested in only a specific section of the file, you can use different forms of the S (search) and R (replace) commands.

For example, if you are looking for the first occurrence of the word "receivables" in the first 10 lines of the file, you would use the following command:

***1,10 Sreceivables [RETN]**

Note that the command above does not contain a question mark. An S command without a question mark tells the editor to find only the first occurrence of the word or phrase and to make the line containing it the current line. If the editor doesn't find a match in the part of the file you specified, it displays the following message:

Not found
*__

If you omit the first line number in an S command, for example,

***,10 Sreceivables [RETN]**

the editor assumes that the first line in which you want to look for a match is the line *after* the current line.

As shown in the previous section, if you omit the second line number in an S command, for example,

***1, Sreceivables [RETN]**

the editor assumes you want to look for a match from the first line you specify through the end of the file.

Replacing words or phrases in a specific part of the file works in a similar fashion to searching. The only difference is that the R (replace) command doesn't stop after the first occurrence is found. With the R command, you don't have to include a question mark in the command to access all occurrences of a word or phrase. The question mark in an R command enables you to confirm or deny each replacement.

For example, if you wanted to replace all occurrences of "receivables" with "receivable" in the first 10 lines of the file, without being asked to confirm each replacement, you would use the following command:

***1,10 Rreceivables [CTRL-Z] receivable [RETN]**

As each occurrence of "receivables" is found, it is displayed showing "receivables" replaced by "receivable". If a line contains two or more occurrences of the word or phrase to be replaced, the editor displays the line once for each occurrence.

If you omit the first line number in an R command, for example,

***,10 Rreceivables [CTRL-Z] receivable [RETN]**

the editor assumes that the first line in which you want to make replacements is the line *after* the current line.

Also, if you omit the second line number, the editor assumes you want to make replacements starting at the first line you specify and continuing through the end of the file.

One last note about the R command: If you want to replace a word or phrase with nothing (in other words, to delete a word or phrase), you should end the command after the first word or phrase. For example, to delete all occurrences of "department" in the first ten lines of a file, you would use the following command:

***1,10 Rdepartment [RETN]**

You don't enter a **[CTRL-Z]** or supply a replacement when you use this form of the R command.

EDITING WITHIN A LINE

So far you've learned how to add lines, delete lines, and replace occurrences of a word or phrase with something else. But what if you need to make only a minor change to a line to make it correct?

The DOT Editor provides a number of shortcuts for editing a line. The shortcuts—called *function keys*—enable you to use what you've already entered with as little retyping as possible.

To edit a line, you first need to make it the current line. There's an easy way to make a line the current line. You just specify the line number after the asterisk prompt. For example, if you want to make line 6 the current line, you would use the following command:

***6 [RETN]**

The editor then displays two lines. The first line shows the contents of the current line, and the second line is a work space which enables you to see the changes you are making to the current line. If you press **[RETN]** at this point, the original line remains unchanged.

Let's make some corrections to the staff meeting memo. First, bring the file into working storage by issuing the command **EDLIN STAFFMTG** at the A: prompt. The first correction to make is in line 8, where we want to change the phrase "in behalf" to "on behalf".

Here's how to proceed:

1. Make line 8 the current line, using the following command:

   ***8 [RETN]**

   The editor displays the current contents of the line:

   ```
   8:*receivable. Your efforts in behalf of this task have already
   8:*_
   ```

2. Press function key **[F2]** and then type the letter **s**. **[F2]** causes the second line to repeat (or "echo") the first line up to, but not including, the first occurrence of the character you specify. In this case, pressing **[F2]** followed by an **s**

causes the editor to display the following text on the second line:

8:*receivable. Your effort__

3. Press function key **[F1]** twice. **[F1]** causes the second line to echo the first line one character at a time. Now the second line looks like the following:

8:*receivable. Your efforts __

4. Now type the letter **o.** The o replaces the i in the first line.

5. Press function key **[F3]**. **[F3]** causes the rest of the first line to be echoed in the second line. Now the second line appears as follows:

8:*receivable. Your efforts on behalf of this task have already__

6. Now that the line looks the way you want it, press **[RETN]**. Line 8 contains the change you just made. The editor displays the asterisk prompt.

The next correction to make is in line 9. The word "producted" should be the word "produced".

Here's how to proceed:

1. Make line 9 the current line by typing the number **9**:

***9 [RETN]**

2. Press **[F2]** followed by the letter **t**. The second line reads as follows:

9:*produc__

3. Press the **[DEL]** (delete) key once to remove the extra t.

4. Then press **[F3]** to echo the rest of the line. The line reads as follows:

9:*produced results. However, I would like to share with you__

5. Press **[RETN]**. Line 9 now contains the change you just made. The editor displays the asterisk prompt.

The next corrections to make are in lines 18 and 19, where the agenda items have the wrong numbers. In addition, you want to remove the phrase "discharge and" from line 18.

Here's how to proceed:

1. Make line 18 the current line.

***18 [RETN]**

2. Press **[F2]** followed by the number **3**. Then type the number **2** to replace 3.
3. Press **[F2]** again, this time followed by the letter **d**. The second line appears as follows:

   18:* 2. Developing better __
4. Press **[F4]** followed by the letter **t**. **[F4]** deletes characters from the first line, starting with the character above the cursor and up to, but not including, the first occurrence of the specified character. These deleted characters are not echoed in the second line.
5. Finally, press **[F3]** to echo the rest of the line. The edited line looks like this:

   18:* 2. Developing better tracking procedures.__
6. Press **[RETN]**. Line 18 now contains the changes you just made. The editor displays the asterisk prompt.

To change 4 to 3 in line 19, use the same techniques described in steps 1, 2, 5, and 6 above.

The final change to make is to put a space between the words in "howto" in line 22.

Here's how to proceed:

1. Make line 22 the current line.

   ***22 [RETN]**
2. Press **[F2]** followed by the letter **t**. The second line reads as follows:

   22:*well as __
3. The t you want to correct is the second t in the line. Press **[F2]** again followed by t. The second line now reads:

   22:*well as thinking of your own ideas on how__
4. Press the **[INS]** insert key once to tell the editor that you want to insert characters. Press the space bar to insert a space. Then press **[INS]** again to complete the insertion.
5. Press **[F3]** to echo the rest of the line. The second line appears as follows:

   22:*well as thinking of your own ideas on how to__
6. Press **[RETN]**. Line 22 now contains the change you just made. The editor displays the asterisk prompt.

MORE WAYS TO EDIT WITHIN LINES

There are three more function keys that you can use to change lines in the DOT Editor. These function keys are **[F5]**, **[F6]**, and **[F8]**.

The **[F5]** key enables you to reedit a line while keeping the editing changes you already made in that line. For example, suppose you were changing line 22 and accidentally typed xxzpt in the new line.

```
22:*well as thinking of your own ideas xxzpt on how to
```

If you press **[F5]** before you press **[RETN]**. The editor appends an at-sign (@) to the end of the line and puts the cursor on the next line as shown below:

```
22:*well as thinking of your own ideas xxzpt on how to @
_
```

Now press **[F2]** and then the **X** key to preserve your editing changes up to the first X in the line. Then press **[DEL]** six times to remove the five incorrect characters and the following space. Then press **[F3]** to preserve the remainder of the line. Press **[RETN]** to end the change.

The **[F6]** key enables you to reedit a line, ignoring any changes you already made. When you press **[F6]** before you press **[RETN]**, the DOT appends a reverse slash [\] to the end of the line and puts the cursor on the next line. Now you can reedit the original line again.

The **[F8]** key operates just like the **[BACK SPACE]** key. When you press **[F8]**, the cursor moves one space to the left, and erases the character in that space.

REVIEW OF EDITING WITHIN LINES

The examples in the previous section demonstrated how to edit characters within a line. These techniques include:

- Copying characters one at a time using **[F1]**.
- Copying characters up to but not including a specified character using **[F2]**.
- Copying characters from the cursor to the end of the line using **[F3]**.
- Inserting new characters using **[INS]**.

- Deleting characters one at a time using **[DEL]**.
- Deleting characters from the cursor to the end of the line using **[F4]**.
- Reediting an edited line using **[F5]**.
- Reediting the original line using **[F6]**.
- Deleting individual characters on a line by moving the cursor backward using **[BACK SPACE]** or **[F8]**.

Section 4
EDITING LARGE FILES

Section 4
EDITING LARGE FILES

The actual physical size of your file usually exceeds the number of lines and character spaces available on your screen. In fact, the maximum size of any file is limited only by the storage capacity of the diskette on which it resides.

Not only can your file exceed the screen's capacity to display it, but it can also exceed the working memory of your DOT computer. Most of the time, your file will fit into the computer's memory with no problem. When a file is too big, the editor "loads", or moves, only enough of the file to fill 75% of the available memory. In this case, you do not receive the "End of input file" message. You can then edit the portion of the file that is in memory.

To edit the remainder of the file, you must "write", or move, some of the edited lines to the diskette to free up some working memory. Then you can load the unedited lines into the memory.

WRITING LINES TO THE DISKETTE

If your file is too big to fit into memory in one piece, you need to put the lines you've already edited back onto the diskette and bring some more unedited lines into memory. To write lines to the diskette, use the W (write) command. Precede the W command with the number of lines you want to write back to the diskette; if you do not tell the editor how many lines to write to the diskette, it writes lines beginning with line 1 until 75% of the working memory is available. All lines in the working memory are then renumbered so that the first remaining line becomes number 1.

For example:

***500 W [RETN]**

This command writes the first 500 lines of the file currently in memory back to the diskette file. The remaining lines in memory are renumbered starting at 1.

Now you can bring in some more lines from the diskette and put them at the end of the file.

COPYING MORE LINES TO MEMORY

To copy lines from the diskette to the end of the file in working memory, use the A (append) command. Precede the A command with the number of lines you want to bring in; if you do not tell the editor how many lines to bring in, it copies lines until 75% of the available working memory is full. (If the memory is already 75% full, the A command has no effect.)

For example:

***500 A [RETN]**

This command moves the next 500 lines from the diskette file and places them at the end of the file currently in memory.

The editor displays the message "End of input file" when the editor has copied the last line of the file into memory.

Section 5
MANAGING YOUR FILES

Section 5
MANAGING YOUR FILES

In Sections 1, 2, and 3, you used several commands to format and back up your system diskette (DISKCOPY) and to list the files in your directory (DIR).

The MS-DOS operating system provides other easy-to-use commands for handling files. The commands enable you to:

- Copy files
- Rename files
- Delete files from the diskette
- Check the diskette for defects

Refer to the **Microsoft MS-DOS Disk Operating System** manual for more information on any of the operating system commands. Often, the commands have more features and options than are described here.

A time-saving technique for performing all these functions is the use of wildcard characters.

USING WILDCARD CHARACTERS

Wildcard characters in MS-DOS are like the jokers in a deck of cards—they stand for anything. With the DOT, wildcard characters can save you time by letting you refer to several file names with a single command. There are two wildcard characters that you can use when specifying file names: the question mark (?) and the asterisk (*).

The Question Mark

A question mark anywhere in a file name indicates that any character can occupy that position. For example, in the command:

```
DIR TEST?RUN.EXE
```

the ? means that any character can follow the second T in the file name. How does a wildcard character operate in a command? The DIR command above tells MS-DOS to list all the files in the directory with TEST as the first four characters of the file name, with any single character after TEST, and with RUN.EXE as the rest of the file name. For example, the following files might be listed:

```
TEST1RUN.EXE
TEST2RUN.EXE
TEST3RUN.EXE
```

The Asterisk

An asterisk anywhere in a file name indicates that one or more characters can occupy that position. For example, in the command:

```
DIR TEST*.EXE
```

the * means that up to four characters can appear between TEST and the file name extension .EXE. (Remember that a file name can have a maximum of 8 characters before the extension.) The DIR command above tells the operating system to list all the files in the directory with TEST as the first four characters in the file name, with up to four other characters after TEST, and with the extension .EXE. For example, the following files might be listed:

```
TEST1RUN.EXE
TEST2RUN.EXE
TEST6RUN.EXE
TESTALL.EXE
```

Using the asterisk wildcard character, you can specify all files on the diskette. The specification is:

```
*.*
```

The above specification refers to files with any name and any extension.

COPYING A FILE

Often you need more than one copy of a file. For example, you might want to create a new report from parts of other reports, or you may just need to back up a file.

The COPY command enables you to make a copy of a file from one diskette onto the same or another diskette. The file name of the copy can be the same as the original file name if you are copying the file to another diskette. Otherwise, give the copy a different file name from that of the original file. For example:

```
COPY MYDATA.DAT NEWDATA.DAT
```

The above command copies the file named MYDATA.DAT which is located on the diskette in drive A. The copy has the name NEWDATA.DAT and resides in drive A also.

With the COPY command, you can also make a copy of a file onto another diskette. For example:

```
COPY MYFILE.TXT B:MYFILE.TXT
```

The above command copies the file named MYFILE.TXT on the diskette in drive A and puts the copy with the same name on the diskette in drive B. Note that the first file name is not preceded by a drive specification; if the file is on the diskette in drive A, you don't need to specify it. The system assumes drive A.

RENAMING A FILE

Sometimes you may need to give a file a more useful name than the one you came up with first. You may find after editing the contents of a file that the original file name no longer applies. If you want to edit a backup file, you must first change the .BAK extension in the filename. To change the name of a file, use the RENAME command.

When you use RENAME, the newly named file has the same contents as the original file and resides on the same diskette; the only difference is its name. For example:

```
RENAME MYDATA.DAT OLDDATA.DAT
```

The above command gives the file MYDATA.DAT the new name OLDDATA.DAT. To change the extension of a file name or names, the command is:

```
RENAME *.BAK *.TXT
```

The above command gives all files with the extension .BAK the new extension .TXT. (Remember that the asterisk wildcard character replaces any one or more characters in a file name.)

DELETING A FILE FROM THE DISKETTE

Diskettes have a lot of room initially, but become full after you create more and more files without deleting any. To get the most use from your diskettes, you should remove files from them regularly. (Remember to copy files to your backup diskettes before deleting them from your working copy.) Use the DEL (delete) command to delete one or more files from the diskette. For example, the following command deletes the file MYDATA.DAT from the diskette.

```
DEL MYDATA.DAT
```

To delete from the diskette all the files with the extension .DAT, use the command:

```
DEL *.DAT
```

The following command deletes *all* files on the diskette. If you use this command, the operating system asks you if you really want to delete all the files.

```
A: DEL *.* [RETN]
Are you sure? (Y/N)? __
```

To confirm the deletion, press **Y**. To abort the deletion, press **N**.

NOTE: You can also use the ERASE command to delete files. That is, replacing the word DEL with the word ERASE in each of the three preceding examples produces the same results.

CHECKING THE DISKETTE FOR DEFECTS

Your data is only as good as the diskette on which it resides. In addition to backing up your data regularly, you should periodically check the condition of your diskette. The command CHKDSK checks your diskettes for consistency, errors, and the amount of free space left.

CHKDSK directs the operating system to analyze the files and directory on a diskette and to produce a status report citing any errors or inconsistencies. The CHKDSK command also reports

the total disk space, space taken up by files, number of free bytes, the number of bytes in working memory, and the number of bytes still available in working memory.

For example, to check the diskette in drive A, enter the following command:

```
CHKDSK
```

MS-DOS then produces a status report on the contents of the disk and displays an error message if an error or inconsistency is found. For example:

```
282624 bytes total disk space
253952 bytes in 19 user files
 28672 bytes available on disk

257776 bytes total memory
244224 bytes free
```

Appendix A
ERROR MESSAGES

Appendix A
ERROR MESSAGES

The following messages may appear on the screen when you are using the DOT Editor. With each message below is an explanation of what the problem probably is.

Cannot edit .BAK file--rename file

A .BAK file is a backup file. A more recent version of the file is assumed to exist. Therefore, you shouldn't try to edit a .BAK file. If it is necessary to edit the .BAK file, either rename the file using the RENAME command, or copy it and give the copy a different name using the COPY command.

Disk full--file write not completed

An E (end edit) command ended abnormally because the diskette does not have enough free space to save the entire file. Some of the file may already be saved on the diskette, but the portion in memory not saved is lost.

Entry error

There was a syntax error on the last command you entered. Try again.

Line too long

A replacement phrase has caused the line to expand beyond its maximum length, ending the R (replace) command abnormally. Split the long line into shorter lines; then issue the R command again.

No room in directory for file

You cannot create a new file using the EDLIN command because the diskette already contains the maximum number of files.

Not found

Either the specified range of lines does not contain the string being searched for by the R (replace) or S (search) command; or, if a search is resumed by replying N to the O.K.? prompt, no further occurrences of the string were found.

Appendix B
DOT EDITOR SUMMARY

Appendix B
DOT EDITOR SUMMARY

This appendix provides a summary of the kinds of editing you can perform with the DOT Editor.

To edit a file, use the command EDLIN followed by the name of the file at the A: prompt. For example:

```
A:EDLIN STAFFMTG [RETN]
```

If the file is new, the DOT responds:

```
New file
*
```

If the file already exists, the DOT responds:

```
End of input file
*
```

if it has copied the entire file into working memory for editing. The asterisk prompt indicates that the DOT Editor is ready for your instructions.

If the file is too large to fit in working memory, the DOT copies it until it fills 75 percent of the available working memory. In this case, the DOT displays the asterisk prompt without the message. Use the WRITE and APPEND commands (described later in this appendix) to edit the entire file.

DOT EDITOR COMMANDS

The following table summarizes the DOT Editor commands. Below the table, you will find additional summary material explaining the different command options.

Command	Meaning	Function
I	Insert	Inserts a line or lines into a file.
L	List lines	Displays file lines on the screen.
D	Delete	Deletes a line or lines from a file.
E	End Edit	Saves a file and returns to the MS-DOS operating system.
S	Search	Finds an occurrence of a word or phrase.
R	Replace	Replaces an occurrence of a word or phrase with something else.
Q	Quit	Returns to the MS-DOS operating system without saving the editing changes.
W	Write	Writes lines from the file in working memory back onto the diskette.
A	Append	Copies lines from the diskette to the end of the file in working memory.

Specifying the Current Line

The current line is the reference point at which the editor performs its operations. When you first specify a file, either to create or to edit, the current line is line 1.

To make a line the current line, specify the line number at the asterisk prompt. For example, to make line 4 the current line, enter the following:

***4 [RETN]**

The editor displays the current contents of the line and enables you to modify the line. If you wish to change this line, use the procedures described in Section 3 of this manual. If not, just press **[RETN]**. Line 4 remains the same as the current line.

Other DOT Editor commands make a line the current line; see the descriptions of these commands in this appendix for more information.

Entering Lines or Inserting Lines into the File

Use the I (insert) command to enter lines of text into a new file or into an existing file. There are three forms of the I command.

Entering text into a new file or before the current line: Enter the I command alone. For example:

***I [RETN]**

inserts lines before the current line. Use this form when entering text into a new file.

Entering text before a line: Precede the I with a line number. For example, the command:

***23I [RETN]**

inserts a line or lines before line 23.

Entering text at the end of a file: Precede the I with a pound sign (#). For example, the command:

***#I [RETN]**

inserts lines after the last line of the file.

Displaying Lines from the File

Use the L (list lines) command. There are several forms of the L command which enable you to list different parts of the file.

Displaying the entire file: Precede the L with the characters 1,#. For example:

***1,#L [RETN]**

displays the entire file.

Displaying a single line: Precede the L with a line number, followed by a comma and the same line number again. For example:

***3,3L [RETN]**

displays line 3.

Displaying two or more lines: Precede the L with a line number range (two line numbers separated by a comma, with the first line number lower than the second). For example, the command:

***15,25L [RETN]**

displays lines 15 through 25.

Displaying a screenful of lines starting at a specified line: Precede the L with a line number. For example, the command:

***10L [RETN]**

displays 23 lines starting with line 10. If the end of the file is reached before 23 lines are displayed, the editor stops at the last line in the file.

Displaying lines starting eleven lines before the current line through a specified line: Precede the L with a comma and a line number. For example, the command:

***,45L [RETN]**

displays the 11 lines before the current line, the current line itself, and the lines after the current line up to line 45.

Displaying a screenful of lines surrounding the current line: Don't precede the L with anything. For example, the command:

***L [RETN]**

displays 11 lines before the current line, the current line itself, and the 11 lines after the current line. If there aren't 11 lines after the current line, the editor displays only the lines that exist. If there aren't 11 lines before the current line, the editor attempts to display more than 11 lines after the current line, up to 23 total lines.

Deleting Lines

Use the D (delete) command. There are several forms of the D command which enable you to delete one line, a range of lines, or the current line.

Deleting one line: Precede the D with a line number. For example, the command:

***23D [RETN]**

deletes line 23 from the file.

Deleting a range of lines: Precede the D with a line number range (two line numbers separated by a comma, with the first line number lower than the second). For example, the command:

***29,39D [RETN]**

deletes lines 29 through 39 from the file.

Deleting the current line: Enter the D command. For example:

***D [RETN]**

deletes the current line.

Deleting a range of lines beginning with the current line: Precede the D with a comma and a line number. For example, the command:

***,29D [RETN]**

deletes lines from the current line through line 29.

Searching for Text

Use the S (search) command. There are several forms of the S command which enable you to search through different ranges of lines and to search for one or more occurrences of text.

Searching for the first occurrence from a specified line through the end of the file: Precede the S with the starting line number and a comma. For example, the command:

***22, Ssales [RETN]**

searches for the word "sales" in all lines from line 22 through the end of the file. The first line that contains the word "sales" is displayed and made the current line. The S command then terminates.

Searching for the first occurrence between specified lines: Precede the S with a line number range (that is, two line numbers separated by a comma, with the first line number lower than the second). For example, the command:

***22,33 Ssales [RETN]**

searches for the word "sales" in all lines from line 22 through line 33. The first line that contains the word "sales" is displayed and made the current line. The S command then terminates.

Searching for the first occurrence starting after the current line through a specified line: Precede the S with a comma and a line number. For example, the command:

***,33 Ssales [RETN]**

searches for the word "sales" starting at the line following the current line and continuing through line 33. The first line that contains the word "sales" is displayed and made the current line. The S command then terminates.

Searching for more than one occurrence: If you put a question mark between the line number specification and

the S in any of the above commands, the editor displays the first line encountered containing the word "sales" and asks for confirmation to continue the search. If you type **Y** or press **[RETN]** to the O.K.? query, for example:

O.K.? **Y**

the search ends and that line becomes the current line. If you type **N** or any other character, the search continues.

Replacing Text

Use the R (replace) command. There are several forms of the R command which enable you to replace different parts of the file, to confirm each replacement separately, and to delete all occurrences of a series of characters.

Replacing without confirmation from a specified line through the end of the file: Precede the R with a line number. For example, the command:

***22, Rsales [CTRL-Z] receipts [RETN]**

replaces the word "sales" with the word "receipts" in all lines from line 22 through the end of the file.

Replacing without confirmation within a specified range of lines: Precede the R with a line number range (that is, two line numbers separated by a comma, with the first line number lower than the second). For example, the command:

***22,33 Rsales [CTRL-Z] receipts [RETN]**

replaces the word "sales" with the word "receipts" in lines 22 through 33.

Replacing without confirmation starting after the current line through a specified line: Precede the R with a comma and a line number. For example, the command:

***,33 Rsales [CTRL-Z] receipts [RETN]**

replaces the word "sales" with the word "receipts" in all lines from the line after the current line through line 33.

Replacing with confirmation: Put a question mark between the line number specification and the R in any of the above commands. The editor asks for confirmation to make

each replacement. If you type **Y** or press **[RETN]** to the O.K.? query, for example:

O.K.? **Y**

the replacement is made, and the search continues. If you type **N** or any other character, the replacement is not made and searching continues.

Deleting all occurrences: If you want to delete all occurrences of a word or phrase, end the command before entering **[CTRL-Z]**. For example, the command:

***10,20 Rbudget [RETN]**

deletes all occurrences of the word "budget" and the following space in lines 10 through 20.

Leaving the DOT Editor and Saving the File on Diskette

Use the E (end edit) command. If you created the file during the editing session, no backup file is created. If you called an existing file into memory to edit, the original file is given the .BAK extension, and the DOT Editor creates a new file containing the modified text.

Leaving the DOT Editor Without Saving the File

Use the Q (quit) command. The editor asks you to confirm that you don't want to save the edited file.

Abort edit (Y/N)?_

Type **Y** if you do not want to save the edited file. Type **N** to return to the asterisk prompt.

Moving Lines from Memory to Diskette

Use the W (write) command. Precede the W with the number of lines you want to move from memory to diskette. For example, the command:

***250W [RETN]**

moves 250 lines from memory to diskette. If you do not specify a number of lines, the editor moves lines until 75 percent of the working memory is available.

Adding Lines from a Large File on Diskette to Working Memory

Use the A (append) command. Precede the A with the number of lines you want to copy from diskette to memory. For example, the command:

***250A [RETN]**

copies the next 250 lines from diskette to memory. If you do not specify a number of lines, the editor adds lines until the available memory is 75 percent full.

DOT EDITOR FUNCTION KEYS

Key	Followed By	Function Performed
[F1]	nothing	Copies to the new line one character at a time from the original line.
[F2]	a character	Copies to the new line all text up to, but not including, the specified character from the original line.
[F3]	nothing	Copies to the new line the remainder of the original line.
[F4]	a character	Omits from the new line all text from the cursor position up to, but not including, the specified character from the original line.
[F5]	nothing	Enables you to reedit an edited line.
[F6]	nothing	Enables you to reedit the original line.
[F8]	nothing	Moves the cursor to the left (like the **[BACK SPACE]** key).
[INS]	nothing	Switches from replacing the original text with what you type, to inserting what you type within the original text. Pressing this key a second time tells the DOT to return to replacing the original text with what you type.
[DEL]	nothing	Deletes one character at a time starting with the next character on the line you are editing.

DOT

To help us to provide you with the best manuals possible, please make your comments and suggestions concerning this manual on the form below. Then detach, fold, tape closed and mail to us. All comments and suggestions become the property of Computer Devices, Inc. Your cooperation is greatly appreciated.

Fold

YOUR DOT™ FILE CABINET:
File Editing and Housekeeping on the Dot
0008-14615

Cut along dotted line

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Position: _____ Dept: _____

Organization: _____ Phone: _____

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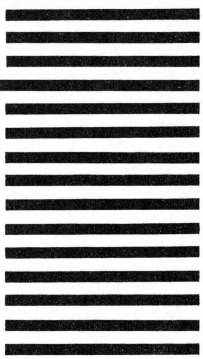

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